



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Solicitation**

NUMBER
HHR14034

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 MANAGEMENT INFORMATION SERVICE  
 321 CAPITOL STREET, SUITE 200  
 CHARLESTON, WV  
 25301 304-558-9195

DATE PRINTED
07/19/2013

BID OPENING DATE: 07/31/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ORIGINAL SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO. 1 *****		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	2,288	HR		946-30		
				ONE APPLICATION DATABASE ADMINISTRATOR FOR FACTS		
0002	2,288	HR		946-30		
				SECOND YEAR - ONE APPLICATION DATABASE ADMINISTRATOR		
0003	2,288	HR		946-30		
				THIRD YEAR - ONE APPLICATION DATABASE ADMINISTRATOR		
***** THIS IS THE END OF RFQ HHR14034 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER: HHR14034**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

**Description of Modification to Solicitation:**

1. To provide responses to Vendors' questions.
2. To provide Addendum Acknowledgement.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

## TO RESPOND TO VENDOR QUESTIONS AS FOLLOWS:

1. Clause # 41- Licensing- Does the bidder have to be registered in State of WV? In other words, can out of state vendors bid for this?

**RESPONSE:** All vendors must be registered in the State of WV to be able to do business in the State of WV. Out of State vendors can bid on this project and are welcome to participate. However, all registration requirements must be complete prior to the award of the bid. If a license is required for the function, a State of WV license must be obtained prior to the bid.

2. Do you require a bid bond and performance bond for the referenced bid?

**RESPONSE:** All Bond requirements are listed in the Terms and Conditions "Instructions to Vendors Submitting Bids" Sections 8 and 9 attached to the document specifications.

3. Is there an Incumbent for this position?

**RESPONSE:** No, these are all new projects identified in this RFQ.

4. In the qualifications section of the bid, it is stated that vendor must submit documentation to support specific experience of the proposed candidate/s- What kind of documentation do you expect from us. Is the Resume of the candidate evidencing the experience good enough?

**RESPONSE:** Vendors must only submit documentation for candidates that fully meet all of the qualifications specified in the RFQ: 1. Vendor must provide documentation to support the requirement that the Application Database Administrator must be an Oracle Database Administrator Certified Professional. 2. The vendor must provide documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States. 3. The successful vendor must provide documentation to support a background criminal records check (CIB). This must be completed within 6 months of contract.

4. The vendor may supply the candidate's resume highlighting where the candidate meets each qualification and requirement.

5. How many resumes/profiles can each vendor submit?

**RESPONSE:** There is no limit to the number of resumes that a vendor can submit. Vendors are to submit, however, only fully qualified candidates.

6. Vendor Preference Certificate: What would be the impact on the bid if the bidder does not meet any of the items listed on the referred certificate?

**RESPONSE:** You would not receive a Vendor Preference. The impact cannot be determined prior to receiving the bids. The impact would be determined by the number of vendors who respond to the bid and their ability to meet any of the items listed on the reference certificate.

7. Is there an interview required for any of these hires (Oracle DBA or Technical PM/Lead)?

**RESPONSE:** No

8. Are we able to submit more than 1 candidate per position or is it limited to 1 on each requirement?

**RESPONSE:** See also #5

9. If all "Must Have" or "Mandatory Provisions" are not met, will the candidate with the most "mandatory provisions" be accepted, or are all candidates without full qualification rejected immediately?

**RESPONSE:** No, Vendors are to submit, only fully qualified candidates. If a candidate does not meet 1 or more qualifications they will be rejected.

10. If no bids are received that meet the full set of requirements, is the next best bid accepted or is the process started over?  
**RESPONSE:** If no candidates meet all the qualifications, then the process will begin again.
11. Is this selection process governed by the Lowest Bid combined with meeting the Mandatory Provisions in full?  
**RESPONSE:** Yes, the contract will be awarded to the lowest bid meeting all the qualifications.
12. Is there an electronic site that I can view these documents for copying the job descriptions into our internal CRM system to distribute to our recruiting staff?  
**RESPONSE:** No
13. For Bid Formatting Item #9 page 5, can we recreate the Pricing Chart Exhibit A onto an Excel spreadsheet in order for us to input data as requested by the solicitation?  
**RESPONSE:** The vendor should complete the pricing page, as it's presented. However, if the Excel Spreadsheet has the same information requested on the existing cost sheet, it would be acceptable.
14. Does the State require additional copies of our Proposal or just one original signed?  
**RESPONSE:** If no additional copies are listed, no additional copies are required. Just the one original signed bid, is required
15. Is there currently an existing vendor performing these services or is this a new position? If yes are they allowed to bid on this Solicitation?  
**RESPONSE:** No
16. Approximately how long will this process take from bid to contract date, to candidate start date?  
**RESPONSE:** DHHR is interesting in completing this acquisition as expeditiously as possible. However, due to circumstances beyond our control with registrations, and other issues that take place during the bid process, an estimated contract date cannot be established. We hope to have this contract in place no later than September 1, 2013.
17. Page 32 – Have any addendum's been issued? Will they be automatically emailed to each vendor or is there a website that should be checked?  
**RESPONSE:** No addendum has been issued. They will be sent to each vendor by the DOA Buyer.
18. Page 20 – 3.1.7 – The requirement for 10 years in the installation and configuration of an RM-COBOL compiler, in conjunction with an Oracle pre-compiler, appears at first blush to be the job of either a systems programmer or systems administrator. Is this a correct observation or is it the expectation the Database Administrator should have these skill-sets?  
**RESPONSE:** These are components either in or used with Oracle. We require our DBA to have these skills.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR14034**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date